

# WICHITA POLICE DEPARTMENT

## POLICY NO. 208

<b>SUBJECT: HONOR GUARD</b>	
<b>Effective Date:</b> 5/28/2020	<b>Distribution:</b> All Personnel
<b>Reviewed/Approved Date:</b> 5/26/2020	<b>Next Review Date:</b> February 2022
<b>Approved By:</b> <i>Executive Staff</i>	<b>Amends/Rescinds:</b> 12/5/2016
<i>This policy is for departmental use only and does not apply in any criminal or civil proceeding. This policy should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting</i>	

### I. PROCEDURES

#### A. General Guidelines

1. The Wichita Police Department's Honor Guard shall consist of fourteen (14) commissioned police personnel who volunteer to serve, as required, for various Honor Guard functions. All members are appointed by the Chief of Police. Two (2) supervisors, appointed by the Chief of Police, will serve as co-commanders of the Honor Guard.
2. The Honor Guard shall be assigned to the Training Bureau and will report to the Training Bureau Commander.
3. The following is a list of activities the Honor Guard performs:
  - a. Attends the funeral of any law enforcement officer who:
    1. Is killed in the line of duty within two hundred (200) miles of the City of Wichita;
    2. Dies for any other reason within one hundred (100) miles of the City;
    3. If the funeral is for a retired WPD officer who dies within fifty (50) miles of the City.
  - b. At least one (1) representative may attend the funeral of a law enforcement officer who is killed in the line of duty at a location that is farther than two hundred (200) miles from Wichita. Whether any members are sent, and if so, how many, will be determined by the Chief of Police.
  - c. The Training Bureau Commander may approve a contingent:

1. Attend special memorial services within the City;
  2. Attend other functions deemed appropriate.
- d. The following is a list of activities the members of the Honor Guard may be required to perform:
1. Stand guard over a casket;
  2. Fold an American flag and present it to a designated person;
  3. Provide a twenty-one gun salute;
  4. Play taps;
  5. Escort bereaved family members;
  6. March in formation;
  7. Other duties deemed appropriate by the Training Bureau Commander
- e. The Commander(s) of the Honor Guard shall be responsible for:
1. Coordinating all activities among the family, funeral home, Special Events Coordinator, Bureau Commanders, and other attending police agencies;
  2. Notifying other Honor Guard members of impending activation;
  3. Scheduling meetings and drills;
  4. Arranging mechanical and logistical support for the unit's activities.
- f. When a need for vehicles arises, the Honor Guard Commander shall request provisions from the Field Services Division Commander, who shall ensure the vehicles are cleaned, inside and out, and fueled before they are released to the Honor Guard.
- g. When Honor Guard members receive notification of activation, they shall immediately inform their immediate supervisor, who shall arrange for the members to be relieved of their normal duties for the duration of the activation, unless exigent circumstances exist.
- h. Any Honor Guard member who is required to report for Honor Guard duty on a scheduled day off shall be compensated in accordance with Policy 203-Compensation.
- i. The Honor Guard uniform and equipment shall be as described in Honor Guard Uniform Regulations.